

**661—402.302(97A) Determination of cost to member.**

**402.302(1)** *Determination of service credit.* A member may determine the amount of permissive service credit for either or both types of eligible qualified service. Eligible qualified service shall be documented on forms provided by the secretary. Such documentation shall include the notarized certification by an official of the agency by which the member was employed. In the event that information is not available from the employing city or agency, documentation may be obtained from another authorized source acceptable to the department.

*a.* A member may obtain certification of prior service with the department, pursuant to paragraph 402.301(1) “*a.*,” by submitting the request to the department. The department shall return the certification of service to the member.

*b.* A member may obtain certification of prior service with a city, pursuant to paragraph 402.301(1) “*b.*.” The member shall obtain such certification from the chief of police, fire chief, or other official of the city by which the member was employed with access to the employment records needed to verify eligible qualified service. In the event that certification from any such person is not available, documentation may be obtained from another authorized source acceptable to the department.

**402.302(2)** *Actuarial cost quote of permissive service credit.*

*a.* A member may submit certification of service credit to the department to obtain a cost quote of permissive service credit.

*b.* The department shall review and verify the submitted certification of service credit.

*c.* When service credit has been verified, the secretary shall submit it to the actuary contracted by the system to determine the cost to purchase permissive service credit. Requests received by the department from members on or before July 17, 2006; September 15, 2006; December 15, 2006; March 15, 2007; or May 15, 2007, shall be submitted to the actuary in groups of similarly submitted requests. A member may request cost quotes to purchase permissive service credit for a maximum of two time periods at no cost to the member.

*d.* If a member submits a request for the cost quote of permissive service credit to be processed at a time different from the group processing schedule in paragraph “*c.*,” the member shall be required to pay for the cost of the quote.

*e.* If a member requests a third or subsequent cost quote, the member shall be required to pay for the cost of the quote.

*f.* A second or subsequent cost quote for the same time period of permissive service credit shall replace all previous cost quotes for that time period.

*g.* If the department does not verify the submitted certification of service credit, the secretary shall not submit the service credit to the actuary but rather shall refer it to the board for review at the next regularly scheduled meeting.